

***Lafayette County Human Services
Board Meeting Minutes
December 10, 2012***

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.

Board members present: Brandee Blaine, Sherry Crist, David Hammer, Gerald Heimann, Connie Hull, Richard Roelli, Leon Wolfe

LCHS staff present: Janet George, Kristine Brunkow, Shane Schuhmacher

Others present: Duane M. Jorgenson, Corporation Counsel

I. CALL TO ORDER

- A. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- B. Motion by Leon Wolfe, second by Connie Hull to approve the agenda as posted; carried.
- C. Motion by Sherry Crist, second by Brandee Blaine to approve the minutes of the November 12, 2012 meeting as printed; carried.
- D. Motion by Sherry Crist, second by Brandee Blaine to approve the minutes of the November 28, 2012 meeting as printed; carried.

II. PUBLIC COMMENTS

- A. No public comments were submitted.

III. FISCAL REPORT

- A. Janet George reported no unusual payments this month for LCHS except for the 2nd half of the Family Care contribution in the amount of \$123,585 which was paid. The balance of the Alzheimer Grant was also paid out this month to several caretakers.
- B. LCHS has presently used \$1,321,372 of the \$1,747,007 available for 2012. Ms. George estimates that LCHS will be between \$150,000 and \$200,000 under budget. This includes both regular operations and the Children's Institutional Account.
- C. Ms. George reported no unusual payments for Aging this month. The copy of the Aging I&E report did not have the YTD Budget column updated. Through November 30th, Aging is \$2,820 over budget. However, Ms. George estimates that Aging will end 2012 at budget or slightly under budget. There are a few late invoices that came in today; but when SUN makes the \$25,000 reimbursement at the end of this month; the budget will "straighten" itself out.

- D. Ms. George indicated she is starting preliminary audit work and one item Sandy Deininger asked Ms. George to work on is reconciling the LCHS Accounts Receivable (A/R) and reflecting the balance in the County's general ledger. Historically, LCHS A/R had a portion written off only at audit time, and the subsidiary ledger, or listing of the client balances on the billing system, was not changed. Ms. Deininger has requested that the LCHS subsidiary A/R ledger balance the County general ledger on September 30 and December 31 in the future. This is for information purposes only as this is a major change in how LCHS and the County have been maintaining A/R for LCHS.

Ms. George requested some guidance from the Board as to how aggressive they would like her to be in writing off accounts such as long standing Emergency Detentions (EDs). While LCHS does not collect a lot of money through tax intercept and some very diligent payers of \$5-\$10 per month, LCHS have collected \$5,797 from these types of accounts this year. The Board suggested not writing off any debts less than three years old. The Board was also of the opinion that there should be similar policies or guidelines throughout the County.

IV. APPROVAL OF EXPENDITURES

- A. Motion by Brandee Blaine, second by Leon Wolfe, to approve the LCHS vouchers as scheduled; carried.
- B. Motion by Leon Wolfe, second by Richard Roelli, to approve the Aging Unit vouchers as scheduled; carried.

V. PERSONNEL

- A. Discussion and Possible Action Regarding Creating Two New Mental Health Coordinator Positions-Mr. Schuhmacher explained that after reviewing the information from the DHS on-site survey and conducting internal analysis, he came up with several scenarios to support the functionality and capacity of the programs, particularly, the Community Support and the Emergency Mental Health or "Crisis" Programs.

Mr. Schuhmacher discovered how there was an increase in crisis service activity with diversions, and follow up and linkage services which have stressed LCHS current staff. Also, there has been indication that many of the crisis clients may be served with LCHS's Community Support Program (CSP), ultimately increasing caseloads for CSP where, per Administrative Codes, there is a limitation on how many CSP cases a Mental Health Coordinator may have.

A request was made to the Human Resources (HR) Committee to create the positions prior to this Board meeting due to timing. That is, the HR committee met this morning (December 10) and the Human Services' Board met this evening. On December 10, 2012 the Human Resources Committee approved hiring one Mental Health Coordinator.

Motion by Leon Wolfe, second by Gerald Heimann to approve creating a Mental Health Coordinator position and forwarding the request to the County Board; carried.

- B. Discussion and Possible Action Regarding Updating/Approving Job Descriptions-Mr. Schuhmacher explained that it is prudent to review job descriptions every couple of years and he suggests reviewing the professional union job descriptions by unit in 2013. Mr. Schuhmacher suggests developing an updated classification table for quick reference that tie to the job descriptions.
- C. Discussion and Possible Action Regarding Addendum to Lafayette County Personnel Handbook for On-Call/Call-in & Holiday's Worker Pay-Mr. Schuhmacher was prompted to provide an addendum for the on-call duty by Sandy Russell. Mr. Schuhmacher worked with other departments to review the issue and determined to stay with the current arrangement as set forth in the union agreement.

Motion by Brandee Blaine; second by Leon Wolfe to approve the Human Services' on-call addendum language to the Personnel Handbook; carried.

- D. Discussion and Possible Action Regarding Director's Evaluation
- E. Motion at 6:55 p.m. to go into Closed Session for not less than 10 minutes pursuant to the exemption contained in Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data regarding Director's evaluation by Brandee Blaine, second by Leon Wolfe. Motion carried by unanimous roll call vote. (Leon Wolfe left the closed session at 7:10 p.m.)
- F. Motion to return to Open Session at 7:45 p.m. by Sherry Crist, second by Brandee Blaine. Motion carried by unanimous roll call vote. (Sherry Crist left the meeting at 7:50 p.m.)
- G. Motion and/or Action Taken on Matters Discussed in Closed Session-No action was taken.

VI. DISCUSSION AND POSSIBLE ACTION REGARDING CASINO DEVELOPMENT

- A. On Tuesday November 27, 2012, Mr. Schuhmacher received a phone call from Duane Chapman. He is a representative from the Lac du Flambeau Tribe and the project manger for the Shullsburg Casino plan. Mr. Chapman contacted Mr. Schuhmacher due to anticipated costs surrounding community treatment programs for compulsive gambling attributable to the proposed casino.

Mr. Chapman and Mr. Schuhmacher agreed that Mr. Schuhmacher would provide a preliminary report regarding anticipated cost surrounding community treatment for compulsive gambling.

Mr. Schuhmacher said that research suggests that the most clear social impact of casino development is the increase in problem gambling that results. Ongoing costs, stemming from job loss, unemployment and welfare benefits, poor physical and mental health, and gambling disorder treatments may translate into higher demands on the community's human services systems. Also, lifetime costs from one-time or less frequently occurring events such as

bankruptcies, arrests, imprisonment, and legal fees for divorce may occur. These costs will be borne primarily by individuals and families, businesses, and government, but may also impact the human services system.

After discussion; the Board suggested Mr. Schuhmacher propose a financial impact of approximately \$250,000 to Human Services in the event the casino development materializes.

VII. DISCUSSION AND POSSIBLE ACTION REGARDING POLICY CHANGES FOR SERVICES RENDERED BY QUALIFIED TREATMENT TRAINEES

- A. Mr. Schuhmacher said that effective for dates of service on and after November 1, 2012, ForwardHealth will reimburse Medicaid enrolled outpatient mental health clinics for services rendered by Qualified Treatment Trainees with a graduate degree who are working toward full clinical licensure. This will enable an employee of LCHS who is working towards her clinical licensure to be able to bill Medicaid for her services.

VIII. DISCUSSION AND POSSIBLE ACTION REGARDING UPDATE TO FEE CHARGING POLICY & PROCEDURE

- A. Mr. Schuhmacher explained the policy was revised to reflect the Family Services Case Management Fee of \$25/month; the effective date for this fee charge will be January 1, 2013.

Motion by Gerald Heimann, second by Brandee Blaine to approve the revised policy and procedure; carried.

IX. DIRECTOR'S COMMENTS

- A. Employee Comp and Overtime Report- The total hours for comp time for the period of October 29, 2012 to November 25, 2012 for LCHS was 87.91 hours and the total overtime hours was 19.75 hours. Mr. Schuhmacher stated he will bring a two year OT/COMP comparison to the next meeting.
- B. Program Updates
 - i. Grow Southwest Wisconsin-In order to gain a comprehensive understanding of the Health & Social Services issues and trends affecting Southwest Wisconsin in the next twenty years, Mr. Schuhmacher was asked to participate in a series of four discussion meetings as a "Cultivator".
 - ii. AODA Job Vacancy Update-Mr. Schuhmacher indicated two candidates were interviewed and the job will be offered to one of the candidates.
- C. Commission on Aging Advisory Report-No report was given.

LCHS Board Meeting Minutes

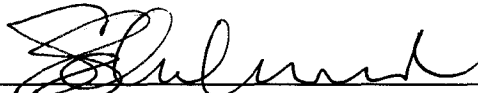
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X. ADJOURN

- A. The next meeting was set for **Monday, January 14, 2013** at 6:15 p.m. The Audit Committee will meet at 6:00 p.m.
- B. The meeting was adjourned by Chair David Hammer at 8:15 p.m.

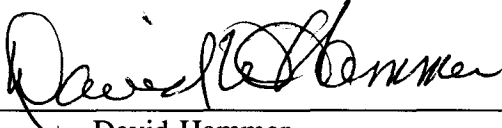
Reviewed by


Shane Schuhmacher, Director

1-14-13
Date

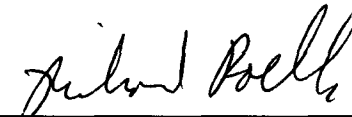
Brandee Blaine


Sherry Crist

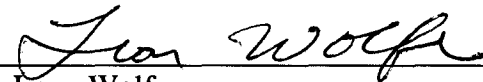

David Hammer

Gerald Heimann

Connie Hull


Richard Roelli

Jack Sauer


Leon Wolfe